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NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION

U.S. DEPARTMENT OF COMMERCE

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**FY 2000  
AFFIRMATIVE EMPLOYMENT PROGRAM  
ACCOMPLISHMENT REPORT**

**&**

**FY 2001  
AFFIRMATIVE EMPLOYMENT PROGRAM  
PLAN UPDATE**

**FOR**

**PEOPLE WITH DISABILITIES**

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## TABLE OF CONTENTS

<b>I.</b>	<b>Certification Page.....</b>	<b>ii</b>
<b>II.</b>	<b>Overview.....</b>	<b>1</b>
<b>III.</b>	<b>FY 2000 Report of Accomplishments for People with Disabilities in the National Oceanic and Atmospheric Administration</b>	
	A. Staffing Commitments.....	4
	B. Report on Facility Accessibility.....	5
	C. Alternatives to Personnel or Management Policies, Practices, and Procedures.....	7
	D. Agency Initiatives and Noteworthy Accomplishments.....	8
<b>IV.</b>	<b>FY 2001 Affirmative Action Plan Update for People with Disabilities in the National Oceanic and Atmospheric Administration</b>	
	A. Numerical Objectives for Employment of People with Targeted Disabilities.....	10
	B. Plan for Special Recruitment Program.....	11
	C. Facility Accessibility.....	12
	D. Alternatives to Personnel or Management Policies, Practices, or Procedures which Restrict Hiring, Placement, and Advancement of People with Disabilities.....	14
<b>V.</b>	<b>Appendices.....</b>	<b>16</b>
<	A chart with the numbers and percentages of disabled employees by organization.	
<	A chart with the numbers and percentages of employees by targeted disabilities for each main line component.	
<	A table showing the numbers and percentages of NOAA employees with disabilities by the major occupational categories, according to grade level groupings. Also shown are the average grade and salary levels for employees.	
<	A report showing the numbers and percentages of NOAA employees with disabilities, in mission related occupations.	
<	A report showing separations of employees with disabilities for each main line component.	
<	A report showing accessions of employees with disabilities for each main line component.	
<	A report showing promotions of employees with disabilities for each main line component.	

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF  
ACCOMPLISHMENTS FOR AGENCIES WITH 1,001 OR MORE EMPLOYEES**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR  
PEOPLE WITH DISABILITIES**

Plan update for the period October 1, 2000, through September 30, 2001. Report of Accomplishments for the period October 1, 1999, through September 30, 2000.

National Oceanic and Atmospheric Administration (NOAA)  
United States Department of Commerce

**AGENCY**

14th Street and Constitution Avenue, NW, Washington, DC 20230

**AGENCY ADDRESS**

**NUMBER OF EMPLOYEES COVERED BY THIS PLAN** 12,028

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<b>NAME OF PERSON PREPARING THIS REPORT</b>	<b>TELEPHONE NUMBER</b>

**SIGNATURE OF RESPONSIBLE OFFICIAL**

**DATE**

Alfred A. Corea, Director, Civil Rights Office, NOAA

**NAME AND TITLE OF RESPONSIBLE OFFICIAL**

**SIGNATURE OF AGENCY HEAD**

**DATE**

D. James Baker, Under Secretary and Administrator, NOAA

**NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN  
COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING,  
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS.")**

**EEOC FORM 440**

## OVERVIEW

**I. INTRODUCTION--**Agencies within the Executive Branch of the Federal government are required by the Rehabilitation Act of 1973, as amended, to maintain an ongoing affirmative action program to hire, place, and advance people with disabilities. In addition, the Federal government must ensure that its facilities, programs, and activities are accessible to individuals with disabling conditions.

To monitor the progress on these initiatives, Federal agencies are required to prepare an annual report of accomplishments and an affirmative action program plan update for people with disabilities.

**II. LEGAL AUTHORITY--**The attached NOAA-wide plan update and report of accomplishments were prepared pursuant to Section 501 of the Rehabilitation Act of 1973, as amended. Instructions for completing these documents are contained in the Equal Employment Opportunity Commission's (EEOC) EEO Management Directive 713, and in additional guidance on preparation issued to Operating Units from the Office of Civil Rights, U.S. Department of Commerce.

**III. NOAA POLICY--**NOAA will ensure that its employees, regardless of their disabling condition, receive the opportunity to develop to their fullest potential in the workplace. In order to attain that goal, the agency is committed to affirmative measures which will provide people with disabilities full consideration for both employment and advancement opportunities. NOAA is also committed to reducing barriers at its facilities to improve accessibility for people with physical disabilities.

**IV. SCOPE AND COVERAGE--**The following organizations are main line components covered under the NOAA-wide FY 2000 Report of Accomplishments and FY 2001 Plan Update for People with Disabilities:

- Office of the Under Secretary
- Office of Finance and Administration (OFA)
- Office of Marine and Aviation Operations (OMAO)
- Systems Acquisition Office (SAO)
- National Ocean Service (NOS)
- National Weather Service (NWS)
- National Marine Fisheries Service (NMFS)
- National Environmental Satellite,  
Data, and Information Service (NESDIS)
- Office of Oceanic and Atmospheric  
Research (OAR)

Note: Office of the Under Secretary includes all of the Staff Offices, except OFA, OMAO and SAO which are grouped as

separate main line components.

**V. ASSESSMENT OF WORK FORCE PROFILE**--To comply with reporting requirements, statistics used to assess the work force are based on the number of permanent employees for the fiscal year ending in 2000. These statistics were downloaded to NOAA through the National Finance Center in New Orleans, Louisiana.

It should be noted that statistics on employees with disabilities are obtained from the Standard Form (SF) 256 which is entitled Self-Identification of Handicap. Those entering the work force for the first time, as well as employees who wish to update their disability status are encouraged to do so. Copies of the SF-256 may be obtained from an employee's servicing Human Resources Management Office.

A. Work Force Profile Ending FY 2000

NOAA's EEO work force profile data reveals that there were 12,028 permanent employees at the end of FY 2000. Of that number, 508 (4.2%) employees identified themselves as having a disability. 109 employees ( 0.9%) have indicated that they have a "targeted disability." Targeted disabilities are identified by EEOC as blindness, deafness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limbs and/or spine. Federal agencies are to emphasize employment of people with these types of disabilities.

During FY 2000, NOAA's work force increased by a net total of 5 employees. The total number of employees with disabilities increased by 5.

B. Examination of Occupational Categories

The six major occupational groupings within NOAA are professional, administrative, technical, clerical, other, and blue-collar occupations.

Examples of NOAA's **professional** positions are Meteorologist, Fishery Biologist, Cartographer, Attorney, and Electronics Engineer. The **administrative** positions typically include Computer Specialist, Budget Analyst, Management Analyst, and Human Resources Management Specialist. An examination of the **technical** positions shows that they involve non-routine work associated with supporting employees in administrative or

professional occupations. Meteorological Technician, Electronics Technician, and Human Resources Assistant are some of the technical positions at NOAA. **Clerical** occupations, such as Secretary and Office Automation Clerk, involve support work.

The **other** occupational category was developed to classify those positions which are not related to the remaining occupational categories and may include student trainees and guards. The final occupational category, **blue-collar**, encompasses all wage grade positions in the agency such as printing press operators and those employed on NOAA vessels.

When compared with the FY 1999 work force profile, there have not been significant changes within the occupational categories during FY 2000. In contrast with total employment figures, employees with disabilities continue to show a lower percentage of representation in the Agency's professional occupations. Of the 508 employees with disabilities, 179 (35.2%) occupied professional positions while that category accounted for 52.2% of all employees. Further, employees with targeted disabilities have a lower percentage representation in the professional positions at 22.0%.

In the administrative, technical, other, and blue-collar occupations, there were no major discrepancies noted. However, when compared to the percentage of all employees (4.0%) in the clerical category, employees with disabilities showed a higher total percentage of representation at 11.7%

#### D. Examination of Grade Level Groupings

With respect to the grade level groupings, employees with disabilities show a higher percentage representation in grades GS 1-8 when compared to the percentage of total employees in NOAA's work force. The most significant finding is that the number and percentage of employees with disabilities decreases at the senior grade levels (i.e., GS 13-15). Employment figures show that 30.6% of the total work force hold positions classified at grades GS 13-15, but that figure decreases to 0.8% for employees with disabilities and 0.1% for those with targeted disabilities. A further examination shows that there are 114 employees within the Senior Executive Service; one individual reported a disability.

#### E. Average Grade and Salary Levels

The average grade level is GS-09 for all employees. Average salary levels are as follows: \$58,849 for all employees, \$50,251 for employees with disabilities, and \$45,374 for employees with targeted disabilities. For additional information, please refer to the data charts appended to the Report of Accomplishments.

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**REPORT OF ACCOMPLISHMENTS  
OCTOBER 1, 1999 THROUGH SEPTEMBER 30, 2000  
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES**

**STAFFING COMMITMENTS**

Provide data indicating staffing commitments as of September 30, 2000. Include selective placement coordinators, disability program managers and other key staff assigned to the affirmative action program for individuals with disabilities. Do not include equal employment opportunity counselors and other personnel who process complaints of discrimination on the basis of physical or mental disabilities.

**A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:**

1. AGENCY WIDE RESPONSIBILITY (DEPARTMENT WIDE, IF APPLICABLE) N/A

NUMBER OF PERSONS N/A

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) N/A

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE NOT APPLICABLE) 1

NUMBER OF PERSONS 3

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) .5

**B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEAD-QUARTERS, IN COMPONENT AGENCIES OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:**

PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
1 - 5 %	18

6 - 10 %	2
11 - 25 %	0
26 - 75 %	0
76 - 100 %	0

**TOTAL**

20

**C. NUMBER OF PERSONNEL OFFICES WITH APPOINTING AUTHORITY 5**

EEOC FORM 440



## REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR.

### A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

#### NOAA HEADQUARTERS, SILVER SPRING, MARYLAND:

1. Installed a handicapped lift and accessible ramp at the modular building adjacent to Federal Office Building 4 located in Suitland, Maryland.
2. Developed and published procedures for the use of motorized scooters throughout the complex. Serviced motorized scooters to ensure continued reliability.
3. Established a web page consolidating information on accessibility for use by NOAA programs.
4. Conducted a review and testing of emergency evacuation plans to ensure accommodation for persons who are deaf or hard of hearing. Strobe lights, buzzer that sounds and lights are checked quarterly to ensure continued proper operation.
5. Conducted walkthroughs to ensure clear path so not to obstruct walkways. Facilities Management Division provide routine checks/reminders to ensure removal of boxes and/or other material.

#### National Environmental Satellite, Data and Information Service:

1. Installed doors to restrooms in Federal Office Building 4 (FOB4) to open inward and automatically for handicap accessibility.
2. Installed automatic door openers in (FOB4) with access to the Direct Services Division.
3. Purchased a motorized scooter with cart for FOB4.
4. Lowered the buttons used to engage the automatic opening of the gate at the National Climatic Data Center in Asheville.

### B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

☐ NOT APPLICABLE    ☒ YES    ☐ NO; DESCRIBE

1. Installation of the handicapped lift and accessible ramp was coordinated through GSA.

**C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.**

1. The public pay phones in the Silver Spring Complex are still not connected to TDDs for the deaf.
2. Televisions that have closed-captioned capability are not readily available.

**D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.**

1. Facilities Management continue attempts to locate a company to install appropriate shelving for the TDD's. NOAA will work with the builder and other resources to connect the pay phones to TDD's in FY 2001.
2. Once funding is secured, new televisions will be purchased. The Disabilities Sub Committee of the NOAA EEO Council will monitor status.

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES PRACTICES, OR PROCEDURES WHICH RESTRICT  
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

**LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS YEARS FOR WHICH ACTIONS WERE TAKEN DURING THE REPORTING YEAR.**

BARRIER	ALTERNATIVE	ACTIONS TAKEN	COMPLETION DATE
Lack of awareness and sensitivity to issues relating to people with disabilities	Increase awareness of disability issues through education.	The EEO Council Disabilities Sub Committee (DSC) Chair met w/Human Resources & Diversity to discuss issues and course of action. The DSC meets monthly.	FY 2000/ on-going

## **AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS**

In the space below you are invited to describe unique, creative initiatives which your agency undertook last fiscal year which have proven to be successful in improving employment opportunities for individuals with disabilities. If more space is necessary, additional pages may be appended.

Selections from these initiatives will be included in the Equal Employment Opportunity Commission's annual report to Congress and replicated by other Federal agencies.

### **EMPLOYMENT, CONVERSIONS, AND PROMOTIONS**

- Hired ten employees with disabilities and two employees with targeted disabilities by accession actions during FY 2000. {OFA, NOS, NWS, NMFS, NESDIS}
- Promoted 11 employees with disabilities and 4 employees with targeted disabilities during FY 2000.
- Hired a meteorology college student through the Workforce Recruitment Program for College Students with Disabilities. Worked with the Employment Link Executive Director to identify potential students for the program. {OAR}

### **RECRUITMENT AND OUTREACH ACTIVITIES**

- Purchased advertisements in the Boulder County Down Syndrome quarterly newsletter.
- Distributed the Denver Noticero, a listing of job vacancies to organizations every two weeks.
- Participated in activities with organizations and schools such as the Norman Literacy Project, Oklahoma Chapter of the Arthritis Foundation, Oklahoma Special Olympics, Self-Help for the Hard of Hearing, Juvenile Diabetes Foundation, Kirkpatrick Center, and the Komen Breast Cancer Foundation.

## **REASONABLE ACCOMMODATIONS**

1. Purchased an adjustable chair and other ergonomically designed equipment, i.e. key board and mouse. {CASC}
2. Permitted two employees (temporarily incapacitated) to work at home. {CASC}
3. Provided training classes on website accessibility. Updated web pages using "Bobby," a web based analytical tool provided by the Center for Applied Special Technology. {NOAA-wide}
4. Purchased a Wyntell pager and a phone amplifier to facilitate communication for an employee in the Diversity Office. {OFA}
5. Upgraded the text to speech software for a visually impaired programmer in the Information Systems Office. {OFA}

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF  
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE  
FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001  
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE  
WITH TARGETED DISABILITIES (TD)**

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30.

ANTICIPATED CHANGES IN THE WORKFORCE FROM OCT. 1, 2000 TO SEPT. 30, 2001						
			NO. +/-		% +/-	
Losses Total Workforce			-500		-4.2%	
Losses with Disabilities Reported			-5		-1.0%	
Losses Targeted Disabilities			-1		-1.0%	
Accessions Total Workforce			+400		3.3%	
Accessions with Disability Reported			+6		1.2%	
Accessions Targeted Disabilities			+2		1.8%	

  

WORKFORCE ACTUAL DATA AS OF 9/30/00			ANTICIPATED CHANGES IN WORKFORCE FROM 10/1/00 TO 9/30/01		Anticipated Data As of 9/30/01	
	#	%	NO. +/-	% +/-	#	%
Total Workforce	12,028	100%	-100	-0.8%	11,928	100%
Disabilities Reported	508	4.2%	+1	+0.2%	514	4.3%
Targeted Disabilities	109	0.9%	+1	+1.0%	111	0.9%

  

<u>NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/00 TO 9/30/01</u>	
A. TOTAL NO. OF ACCESSIONS OF PERSONS WITH TD	<u>2</u>
B. PERCENT OF ACCESSIONS OF PERSONS WITH TD	<u>0.5</u>
C. TOTAL NO. OF PERSONS WITH TD ON BOARD AS OF 9/30/00	<u>111</u>
D. PERCENT OF WORKFORCE WITH TD AS OF 9/30/00	<u>0.9</u>

## PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with specific severe disabilities. The purpose is to obtain applications from qualified individuals with disabilities.

List recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

Plans for recruiting are limited based on budget constraints and initiatives to streamline the Federal Work force. Despite these limitations, it is NOAA's goal to make affirmative efforts to increase the number of qualified employees with targeted disabilities when opportunities exist. To this end, the following recruitment strategies are planned for FY 2001.

Recruiting Strategy	Target Date
(1) NOAA will continue to work with the President's Committee on the Employment of People with Disabilities (PCEPD) in mentoring students with disabilities.	Ongoing
(2) The Office of Oceanic and Atmospheric Research (OAR) will continue to distribute the Denver Noticiero, and the Nuestro Talento (Talent Bank), a listing of Federal job vacancies to disabled individuals and organizations on a biweekly basis.	Ongoing
(3) The National Marine Fisheries Service (NMFS) will continue to maintain contacts with Disabled Placement Services and non-profit organizations.	Ongoing
(4) The Western Administrative Support Center (WASC) will continue participation in outreach activities that target and/or include people with disabilities.	Ongoing
(5) WASC will pursue efforts to find volunteer opportunities for people with disabilities.	Ongoing
(6) NOAA will continue to distribute vacancy announcements to employees and the public in audio and/or other media for people with visual and hearing impairments.	Ongoing
(7) NOAA will promote and participate in the Workforce Recruitment Program.	FY 2001/ ongoing
(8) NOAA will expand the use of the President's Committee on Employment of People with Disabilities High School High Tech Program.	FY 2001/ Ongoing

# FACILITY ACCESSIBILITY

A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVE	ORIGINAL TARGET	REVISED TARGET DATE	REVISED STRATEGY
<p><u>HEADQUARTERS, SILVER SPRING, MD</u></p> <p>Install TDDs to public pay phones in all Silver Spring Metro Complex (SSMC) buildings;</p> <p>Purchase televisions with closed caption capability.</p>	<p>FY 1997</p> <p>FY 2000</p>	<p>7/01</p> <p>8/01</p>	<p>Refer to Disabilities Sub-Committee (DSC) to review, coordinate and track.</p> <p>Refer to DSC for plan of action or alternative.</p>
<p><u>ATLANTIC MARINE CENTER, NORFOLK, VA</u></p> <p>Install elevator to improve accessibility to second floor.</p>	<p>FY 1997</p>	<p>9/01</p>	<p>Continue attempts to allocate funds to make improvement. Explore alternative options, i.e., ramp.</p>
<p><u>NMFS, Southeast Region</u></p> <p>Install entrance ramps in buildings 216, 301, and 307 at the Galveston, TX Laboratory; and Install elevator in building 216.</p>	<p>FY 1997</p>	<p>9/01</p>	<p>Continue renovation. Full completion anticipated by August 01, 2000.</p>



**B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.**

OBJECTIVE	TARGET DATE
N/A	

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT  
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

**A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN  
INSTITUTED:**

<b>BARRIER</b>	<b>ALTERNATIVE</b>	<b>PLANNED ACTION</b>	<b>TARGET DATE</b>	<b>PREVIOUS TARGET DATE</b>
Many employees with disabilities do not have mentors to assist them in meeting their career development goals.	Establish a Mentoring Program.	Line/Staff Offices will work with the EEO Council in implementing planned alternative. Council will assign action item to the Disabilities Subcommittee	9/01	9/97
Employees with disabilities are more likely to be concentrated in lower grades and do not receive promotions to grades GS 13-15.	Institute a method whereby employees with disabilities have enhanced opportunities for promotion.	Line/Staff Offices will work with the EEO Council in implementing planned alternative.	9/01	9/97

**B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:**

<b>BARRIER</b>	<b>ALTERNATIVE</b>	<b>PLANNED ACTION</b>	<b>TARGET DATE</b>
Lack of awareness and sensitivity to issues relating to people with disabilities.	Increase awareness of disability issues through education.	Disabilities Sub Committee will work with Line Offices to develop sensitivity and awareness programs	9/01

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## **APPENDICES**